

ALT-MSA HANDBOOK PART 8:

PORTFOLIO MATERIALS ORDERING

MATERIALS ORDERING

Materials will be ordered by the School Test Coordinator or LAC online (see User's Guide on following pages) and sent directly to school test coordinators by the Test Contractor. If for some reason the School Test Coordinator can not order materials online, the form provided may be used. The School Test Coordinator will distribute the appropriate quantity of materials to the test examiners. The materials include:

- Binders
- Dividers
- Containers for videotapes
- Labels
- VHS Videotape, DVD-R, CD-R, VHS-C tape, 8mm tape, Hi 8 tape, Digital 8 tape, or MiniDV tape, as appropriate
- ALT-MSA Brochures for Parents/Guardians

Although a wide variety of forms of video media are acceptable, it is the STCs responsibility to order the appropriate recording equipment needed.

The binder and the videotapes must be identified with pre-printed barcode labels provided by the Test Contractor. (See Part 9 of this Handbook for detailed instructions). The pre-printed labels include the student's name, grade, school, county, and test year as well as a machine-readable barcode which will be used to track and identify the portfolios during the scoring process.

TEST EDITION 2004 – 2005
ALTERNATE MARYLAND SCHOOL ASSESSMENT (ALT-MSA) MATERIAL ORDER FORM

Pearson Educational Measurement (PEM) is offering Schools in Maryland the ability to order materials via the SchoolHouse Website at ncsschoolhouse.com. If you are unable to use the site for ordering you may use this form to order via fax, email, or regular mail. To participate it is necessary for the School Test Coordinator to complete this material order form and return it to Pearson Educational Measurement. We suggest that a copy of the order be retained for your records.

Fax, email, or mail your order to Pearson Educational Measurement

Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245
Attn: Margaret Meeker

Fax Number: (319)339-6477 Attn: Margaret Meeker

Email: Maryland@pearson.com

Material	Quantity
2 inch binder (per student portfolio)	
8mm HG (Digital Hi8)	
8mm (Standard)	
CDR	
Mini DV	
DVD-R	
VHS Video Cassette	
VHS- C Video Cassette	
Audio Cassette	
Micro Audio Cassette	

School Test Coordinator: _____

School Name: _____ **School code:** _____

School Address: _____

School Phone: _____

School FAX: _____

School Email Address: _____

Note: Informational Brochures will be shipped automatically in appropriate quantities. All material orders MUST be submitted by September 30, 2004 in order meet material distribution deadlines. Material requests not submitted on time will be distributed after October 22, 2004.

School Test Coordinator's Guide to SchoolHouse



Using Your SchoolHouse Web Site

Provided by:



NEED HELP?

If you have general questions about accessing online services or if you are experiencing technical problems, please call our technical support staff at **(800) 553-2159** between 7 a.m. and 5:30 p.m. CT, Monday through Friday.

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INTRODUCTION

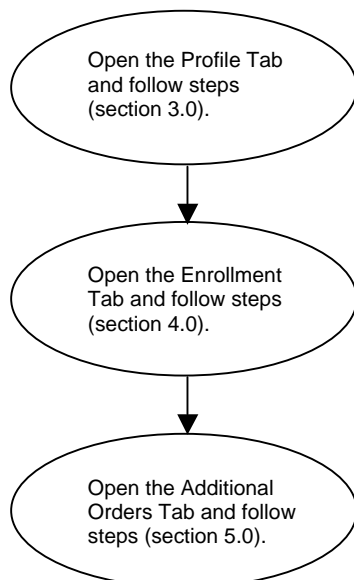
The Pearson Educational Measurement (PEM) SchoolHouse Web site for Maryland's Alternate Maryland School Assessment (Alt-MSA) allows School Test Coordinators (STCs) to provide school and student information necessary for the Alt-MSA test administration.

You can access your SchoolHouse Web site at ncsschoolhouse.com. Click one of the red **Login** links (see Figure 1.1) and enter the User ID and Password assigned to you by PEM.

IMPORTANT

- **The screens displayed in this user guide are samples and may not reflect exactly what you see on your screen.**
Always follow the instructions on your computer screen. They will be accurate for Maryland's Alt-MSA administration.
- Do not use Internet Explorer® or Netscape Navigator® **Back** or **Forward** arrows. Because they are outside control of the SchoolHouse software program, results may be undesirable.
- Please note that SchoolHouse requires browser Microsoft® Internet Explorer 5.x or Netscape Navigator® 6.1 or higher.

You can use the SchoolHouse tabs in any order you want after you log in. The first time you use SchoolHouse; however, you may want to go through in this order:



You can change your school's contact information at any time using the Profile function.

Enrollment takes you directly through entering enrollment counts, and changing the profile (contact information).

Additional Orders lets you easily order more materials that were left out for any reason.

NOTE:

Your security access and site functionality are determined by your User ID and Password.

As an STC, you may not have complete access to all of the SchoolHouse features described in this guide.

NOTE:

The online Enrollment feature is 50% faster than editing your enrollment counts on paper!

1.0 LOGIN

At the top of the public **Home** page, you will find the **Login** links (see Figure 1.1). You must log in to gain access to any of your school data. After clicking on the **Login** link, you will be asked to enter the User ID and Password assigned to you by PEM (see Figure 1.2).

NOTE:

You will not be able to view customized information for your school until you have successfully logged in.



Figure 1.1

Public Home Page

Login Links

Figure 1.2

Login Screen

Login

We recently provided you with your User ID and Password for NCS SchoolHouse™ Web Site.

1. Enter your User ID and Password in the fields below.
2. Check the "Remember my User ID" if you want that field to always default to your User ID.
3. Click the Login button.

User ID:

Password:

☒ Remember my User ID

[Forgot your Password?](#)

Forget your Password? Link

Content-specific Help Link

Check the “**Remember my User ID**” box to have NCS SchoolHouse fill in your user ID whenever you log in.

If you have forgotten your password, click the (**Forgot your Password?**) link.

NOTE:

The Forgot Your Password link only works if you have previously logged in to SchoolHouse.

The first time you log in, a User Agreement will appear on your screen. Review the Terms and Conditions of Use for the Web site, then click the **I Agree to the Terms and Conditions of Use** button to go to the next screen.

By clicking on **I Agree to the Terms and Conditions of Use**, you are acknowledging, just as if you sign a written contract, that you have read the terms and conditions of use in their entirety and agree to abide by them.

I Agree to the Terms and Conditions of Use	I do not Agree
---	-----------------------

Click here to advance to the next screen.

Click here to exit the system.

To activate your account, PEM needs to know the name and e-mail address of the representative using the account (typically an STC). You must fill out this information the first time you log in (see Figure 1.4). You can change the account name and e-mail address at any time by clicking on the **My Account** tab (see Figure 2.2).

Click here to advance to the next screen.

Figure 1.3

Terms and Conditions of Use

Figure 1.4

Enter / Update Account Information Screen

Enter primary account user information.

NOTE:

All screens shown in this manual are samples and may not reflect exactly what you see on your screen.

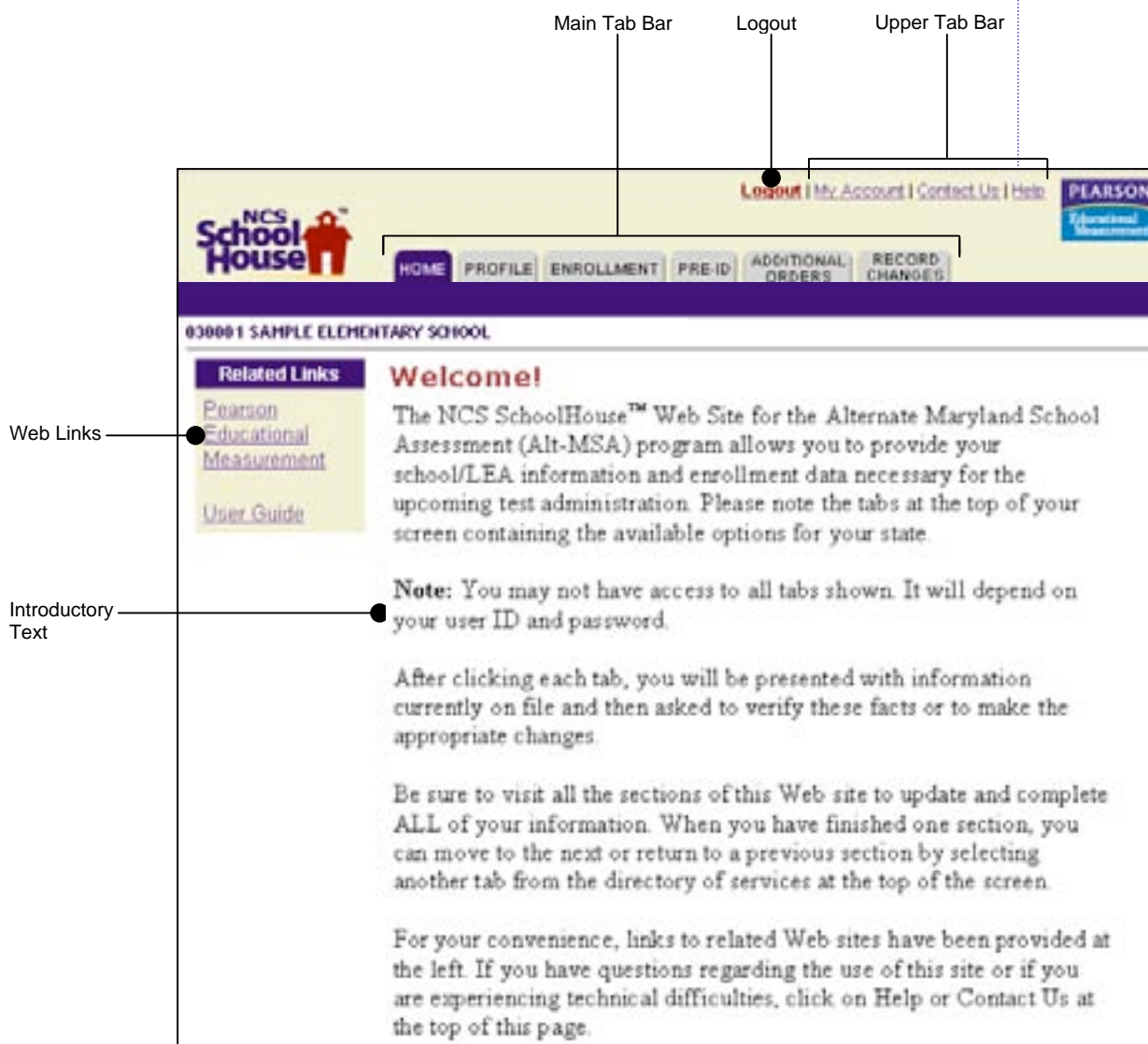
Logging Out – As an additional security precaution, we request you log out of SchoolHouse each time you have finished your tasks. To log out, click the **Logout** link (see Figure 2.2), then close the browser window.

2.0 HOME

The **Home** page provides important information for Maryland, including Web links and testing schedules. Introductory or instructional text may also be provided (see Figure 2.1).

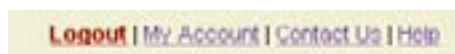
Figure 2.1

Home Page



The screens displayed in this user guide are samples and may not reflect exactly what you see on your screen. *Always* follow the instructions on your computer screen. They will be accurate for your school's test administrations.

The **upper tab bar** in the top right corner appears consistently on every page of the Web site (see Figure 2.2). Note that the tabs at the top of the **Home** page contain the available options for your state.



- Use the **My Account** tab to view your current account information. You can change your name, e-mail address, and password.
- Use the **Contact Us** tab to reach PEM technical support and the point of contact assigned to your state's assessment program.
- Use the **Help** tab to find general information and tips, including frequently asked questions about SchoolHouse. More content-specific help is available wherever you see a question mark icon: ?.
- Always use the **Logout** link whenever you exit the system.

The **main tab bar** shows the available options for Maryland (see Figure 2.3). These functions are discussed in detail on the following pages. **Note:** As an STC, you will not have access to all functions—some functions are reserved for use by the LAC and the Maryland State Department of Education (MSDE).

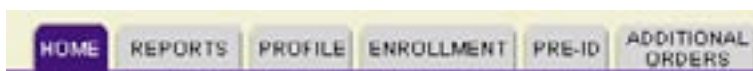


Figure 2.2

Upper Tab Bar

Figure 2.3

Main Tab Bar

NOTE:

As an STC, you may not have access to all of the SchoolHouse features described in this guide.

Your screens may look slightly different than those displayed in this manual.

3.0 PROFILE

Clicking on the main bar **Profile** tab will take you to a screen containing current information for your School Test Coordinator or Local Accountability Coordinator (see Figure 3.1). Fields marked with an asterisk are required.

To edit the profile, click on the **Change Profile** button beneath the contact information. Remember to click on the **Save Changes** button after making edits.

To send an e-mail message to the contacts, click on the checkbox next to their e-mail address. Then click on the **Send E-mail** button [function not available on all profile screens].

NOTE:

*You will have another opportunity to update your **Profile** information at the end of the **Enrollment** process.*

The screenshot displays the 'Profile' tab in the NCS School House system. The main content area shows contact information for two coordinators: the Local Accountability Coordinator (Joan Johnson) and the School Test Coordinator (Ryan Anderson). Each coordinator's information is presented in a table with columns for mailing and shipping addresses. Below each mailing address is a 'Change Profile' button. A callout points to one of these buttons, labeling it 'Change Profile Button'. At the bottom of the page, there is a 'Save Changes' button, which is also pointed to by a callout labeled 'Save Changes Button'. An inset window titled 'Change School Test Coordinator and shipping address Profile' shows a form with fields for Name, Title, Address, City, State, Zip, Email, Phone, and Fax, with a 'Save Changes' button at the bottom.

Profile Tab

Logout | My Account | Contact Us | Help

PEARSON

HOME REPORTS **PROFILE** ENROLLMENT PRE-10 ADDITIONAL ORDERS RECORD CHANGES

030001 SAMPLE ELEMENTARY SCHOOL

Shown below is the profile information we currently have on file for you.

To correct a profile, please click on the corresponding **Change Profile** button below.

Please note that the shipping address should **not** include a post office box number. The postal courier will not deliver to a post office box number.

Please refer to the table on the home page for cut-off dates to update your profile information.

Local Accountability Coordinator, mailing address	Local Accountability Coordinator, shipping address
Joan Johnson 101 12th Street West Centerville, MD 20599-5999 E-Mail: <input type="checkbox"/> joan.johnson@maryland.state.edu.us Phone: (555) 626-3458 Fax: (555) 626-2323 Change Profile	C.J. Bean 101 12th Street West Centerville, MD 20599-5999 E-Mail: <input type="checkbox"/> c.j.bean@maryland.state.edu.us Phone: (555) 626-2345 Fax: (555) 626-1212 Change Profile

School Test Coordinator, mailing address	School Test Coordinator, shipping address
Ryan Anderson 101 12th Street West Centerville, MD 20599-5999 E-Mail: <input type="checkbox"/> ryan.anderson@maryland.state.edu.us Phone: (555) 626-3458 Fax: (555) 626-2323 Change Profile	R.L. Johnson, Jr. 101 12th Street West Centerville, MD 20599-5999 E-Mail: <input type="checkbox"/> r.l.johnson@maryland.state.edu.us Phone: (555) 626-3458 Fax: (555) 626-2323 Change Profile

Change School Test Coordinator and shipping address Profile

* Name: [R.L. Johnson, Jr.]
Title: [School Test Coordinator]
* Address: [2500 Central Avenue]
* City: [Springfield]
* State: [MD]
* Zip: [20722] - [20722]
Email: [r.johnson@maryland.state.edu.us]
Phone: [(555) 626] - [(555) 626] ext. []
Fax: [(555) 626] - [(555) 626] ext. []
* - Required
Save Changes Cancel Reset

Figure 3.1

Profile Screen

4.0 MATERIALS ORDERING

To order ALT-MSA materials for your school and students, click the **Enrollment** tab on the main tab bar. Before you are able to view specific enrollment information, you must select a test administration from the **Test Administration** drop-down list on the right side of the screen (if applicable).

Detailed Instructions

After you've selected a test administration, the **Detailed Instructions** screen will be provided for you. **Read all of the instructions carefully before proceeding.** You may want to print these instructions for future reference because you cannot return to this page during the enrollment process.

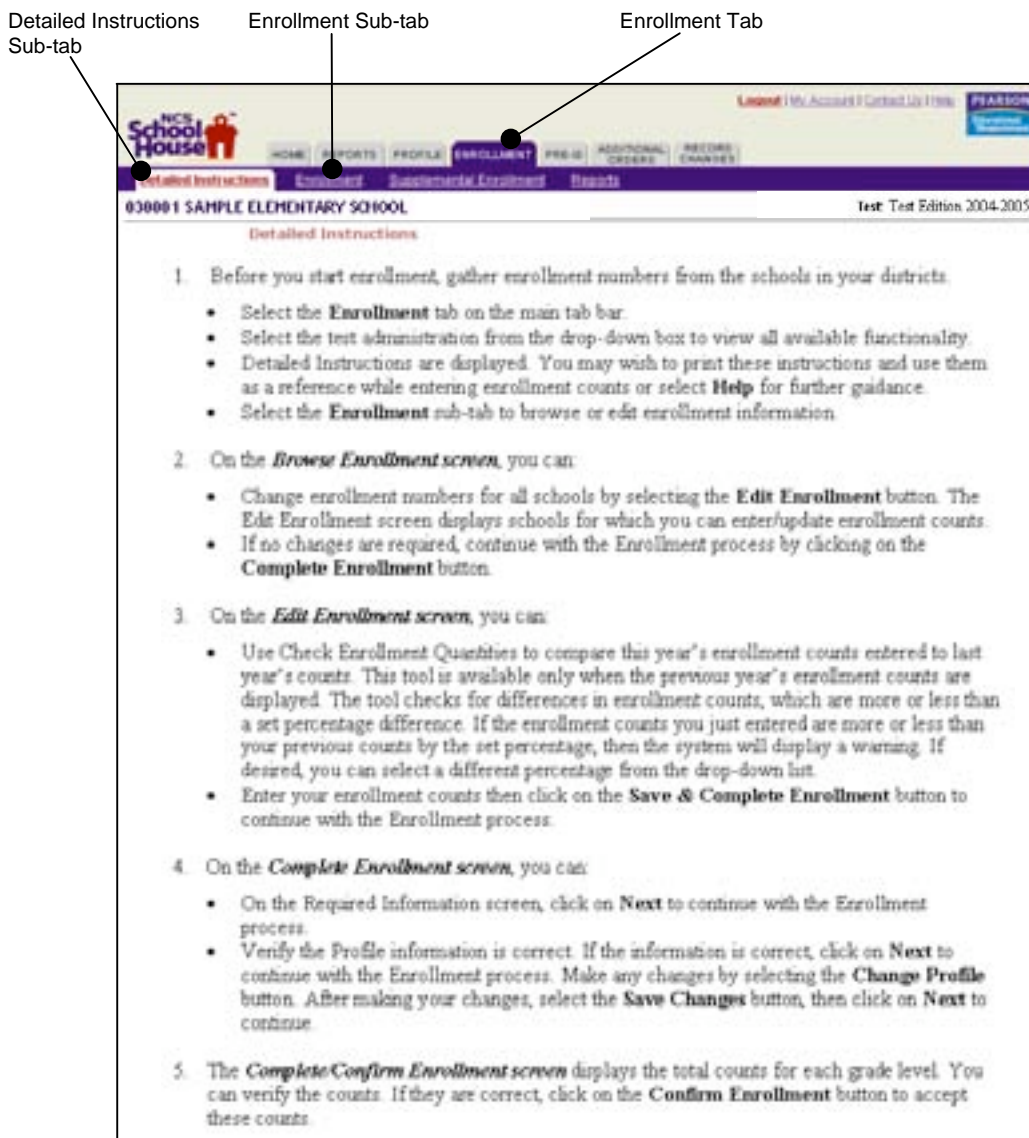
Next, click on the **Enrollment** sub-tab (see Figure 4.1).

NOTE:

You need to gather enrollment numbers before beginning online enrollment.

Figure 4.1

Enrollment > Detailed Instructions Screen



Browse and Edit Enrollment

Using the **Browse Enrollment** screen (see Figure 4.2) you can enter enrollment counts.

The screenshot shows the NCS School House Enrollment screen. The page header includes the NCS School House logo and navigation links: HOME, REPORTS, PROFILE, ENROLLMENT, PRE-ID, ADDITIONAL ORDERS, and RECORD CHANGES. The main content area displays the school name 'RESERVATION SCHOOL' and a list of materials with their enrollment counts. The materials listed are:

Material	Prev	Cur
2 Inch Binder (1 per student portfolio)	0	0
VHS Video Cassette	33	0
VHS-C Video Cassette	11	0
SMM-HG Video Cassette	1010	0
SMM-Standard Video Cassette	230	0
Mini DV	555	0
CDR	0	0
DVD-R	14	0
Audio Cassette	145	0
Micro Audio	62	0

At the bottom of the screen, there are three buttons: 'Update Customer', 'Edit Enrollment', and 'Complete Enrollment'. The 'Edit Enrollment' and 'Complete Enrollment' buttons are highlighted with red circles and numbered 1 and 2 respectively.

1. Edit Enrollment Button

2. Complete Enrollment Button

Figure 4.2

Enrollment > Browse Enrollment Screen

1. To enter enrollment counts, click on the **Edit Enrollment** button. It will take you to the **Edit Enrollment** screen (see Figure 4.3).
2. To complete enrollment, click on the **Complete Enrollment** button. It will take you through the Complete Enrollment process.

The **Edit Enrollment** screen (see Figure 4.3) allows you to enter enrollment counts. During specific windows of time (start and end dates), you can change this enrollment data as often as necessary.

NOTE:

During the specific cutoff period, you can change this enrollment data as often as necessary.

Enrollment Sub-tab

0300071 SAMPLE ELEMENTARY SCHOOL

Test: Test Edition: 2004-2005

Edit Enrollment

School Number: 300007
School Name: RESERVATION SCHOOL

+New School +Closed School Check Enrollment Quantities? 50%

School Code	School Name	Prev	Cur
300007	RESERVATION SCHOOL		
	2 Inch Binder (1 per student portfolio)	0	0
	VHS Video Cassette	33	0
	VHS-C Video Cassette	11	0
	8MM-HG Video Cassette	1010	0
	8MM-Standard Video Cassette	230	0
	Mini DV	555	0
	CDR	0	0
	DVD-R	14	0
	Audio Cassette	145	0
	Micro Audio	62	0

Save & Complete Enrollment Cancel

Figure 4.3

Enrollment > Edit Enrollment Screen

Check Enrollment Quantities

1. Select the **Check Enrollment Quantities** percentage. It will check for differences in enrollment counts that are more or less than a set percentage difference. For example: When it is set at 50%, the system will display a warning if your newly added enrollment counts are 50% more or 50% less than the previous year's counts.
2. Make changes on the edit enrollment pages.
3. Click the **Save & Complete Enrollment** button.
4. The **Edit Supplemental Enrollment** screen come up. It is not functional for your school. Click on the **Next** button.
5. The **Complete Enrollment** screen displays your profile information. You can change it or click the **Next** button.
6. Confirm that your enrollment data is correct, then click the **Confirm Enrollment** button. The "Enrollment Order Confirmation Successful" message is displayed.

Enrollment Reports

The **Reports** screen (see Figure 4.4) provides a summary view of your enrollment count information. Click on the **Reports** sub-tab to access this feature.

Figure 4.4

**Enrollment > Reports
Screen**

Reports Sub-tab

The screenshot shows the NCS School House Enrollment Reports screen. The navigation bar includes links for HOME, PROFILE, ENROLLMENT, and Reports (highlighted). The Reports section displays a table of enrollment counts for various media types, with 'Previous' and 'Current' counts. A line points to the 'Reports' sub-tab in the navigation bar.

	Prev	Cur
2 Inch Binder (1 per student portfolio)	0	0
VHS Video Cassette	33	0
VHS-C Video Cassette	11	0
8MM-HG Video Cassette	1010	0
8MM-Standard Video Cassette	230	0
Mini DV	553	0
CDR	0	0
DVD-R	14	0
Audio Cassette	145	0
Micro Audio	62	0

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NOTE:

The Reports function helps you make sure you have entered enrollments for all your schools.

5.0 ADDITIONAL ORDERS

Additional orders can be submitted via the Schoolhouse Web site for immediate receipt by PEM. Items available for additional orders are listed online for easy selection. Orders are received, verified, assembled, and shipped.

Click on the **Additional Orders** tab on the main tab bar (see Figure 6.1), then select a test from the **test administration** drop-down list.

Detailed Instructions

The **Detailed Instructions** screen shows you how to use Additional Orders. **Read all the instructions carefully before proceeding.** You may wish to print these instructions for reference.

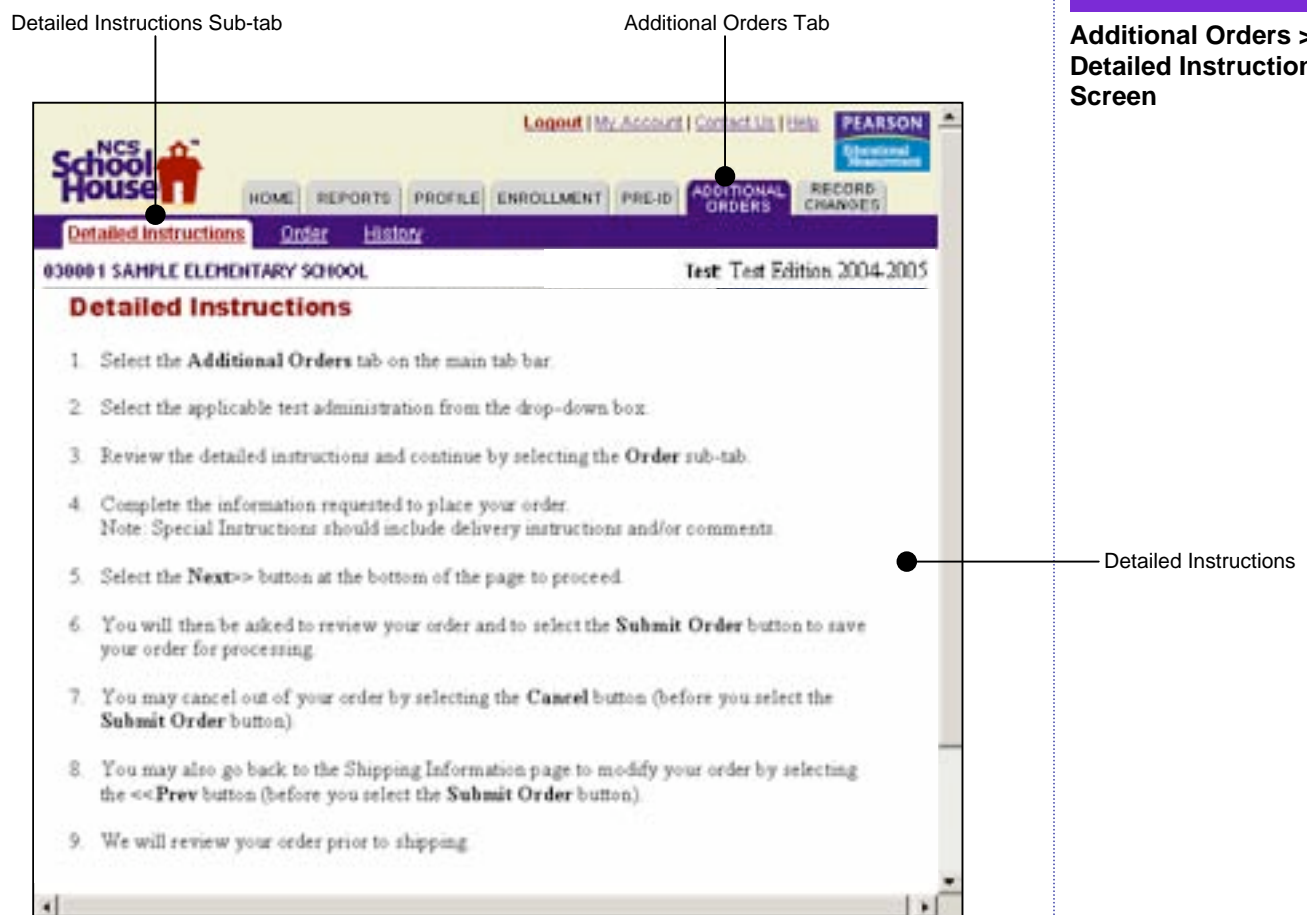


Figure 5.1

**Additional Orders >
Detailed Instructions
Screen**

Order Additional Materials

Next, click on the **Order** sub-tab. Fill in all of the required fields and enter the additional order quantities you need, then click the **Next** button (see Figure 5.2).

Figure 5.2

**Additional Orders >
Order Additional
Materials Screen**

NOTE:
The **Ship To** information will default to the information stored in your profile. If you change the shipping information on this screen, it will NOT change the shipping information stored in the Profile Tab.

Order Sub-tab

The screenshot shows the 'Order Additional Materials' screen. At the top, there is a navigation bar with tabs: HOME, REPORTS, PROFILE, ENROLLMENT, PRE-ID, ADDITIONAL ORDERS (selected), and RECORD CHANGES. Below this is a sub-tab bar with 'Detailed Instructions', 'Order' (selected), and 'History'. The main header area displays '030001 SAMPLE ELEMENTARY SCHOOL' and 'Test: Test Edition 2004.2005'. The title 'Additional Order' is prominently displayed, followed by 'Order Additional Materials'. A red asterisk indicates required fields. The 'Shipping Information' section includes: 'Need By Date' (12/21/2004), 'Delivery Method' (UPS Ground), 'Shipment Reason' (Did Not Order In Time), and a text area for 'Special Instructions'. The 'Ship To' section contains fields for Name (Terry M. Goethe), Title (Test Coordinator), and Address Line 1. Below this is a table for material selection:

Material	Quantity
Grade 11 Pack of 20	10
Grade 12 Pack of 5	5
Grade 12 Pack of 20	

At the bottom right, there is a 'Next >>' button.

Shipping Information

Material Selection

Next Button

The next screen (see Figure 5.3) displays your additional order information. Review it for accuracy. If the information is correct, click the **Submit Order** button. If it is incorrect, click the **Prev** (Previous) button to go back and edit the information.

Additional Order

Submit Additional Order

Please review the following order information. If the additional order information is correct then click the **Submit Order** button to save your order.

Shipping Information

Need By Date: 12 / 21 / 2004

Delivery Method: UPS Ground

Shipment Reason: Did Not Order In Time

Special Instructions:

Ship To: TERRY M. GOETHE
Test Coordinator
144 MAIN STREET
RM 202
SPRINGFIELD, OH 44444 1234

Email: terry.goethe@yourstate.edu.us
Phone: (555) 555 - 2224 ext. 2323
Fax: (555) 555 - 2223 ext. 3434

Material Selection

Material Item	Quantity
Grade 11 Pack of 20	10
Grade 12 Pack of 5	5

<<Prev

Cancel

Submit Order

Previous Button

Submit Order Button

Order Confirmation

You will then receive confirmation that your order has been submitted successfully for processing. This screen shows the order date, your user ID, user name, and the status of the order (see Figure 5.4).

Additional Order

Order Submitted Successfully

The Additional Order has been submitted successfully for processing.

Order ID:

841291

Order Date:

2004-07-21 11:02:59

User ID:

DEMO_DISTRICT

User Name:

Kathy Moon

Status:

New

Figure 5.3

Additional Orders >
Submit Additional
Order Screen

Figure 5.4

Additional Orders >
Order Confirmation
Screen

NOTE:
You may want to
print the confirmation
screen and keep a
hard copy for your
records.

Order History

You also can click on the **History** sub-tab to view an online history of all the additional orders you have requested (see Figure 5.5).

History Sub-tab

Order History

Order Date	Order ID	User ID	User Name	Status	Edit?	Delete?
<u>2004-07-21 11:02:59</u>	041281	DEMO_DESTRUCT	Kathy Moon	New		
Material Items Grade 11 Pack of 20 Grade 12 Pack of 5						
<u>2004-03-26 09:54:57</u>	737138	DEMO_MOONKA	Kathy Moon	New		
Material Items Grade 9 Pack of 5						
<u>2004-03-12 10:41:29</u>	724773	DEMO_MOONKA	Kathy Moon	New		
Material Items Grade 9 Pack of 5						
<u>2004-03-03 09:41:27</u>	715175	DEMO_MOONKA	Kathy Moon	New		
Material Items Grade 9 Pack of 5						

1. Click here to view an individual Additional Order

2. Status of this order

3. Delete this order

4. Edit this order

Figure 5.5

Additional Orders > History Screen

1. Clicking on the underlined **Order Date** allows you to view your order.
2. The **Status** column indicates whether the order has been approved by PEM. A “New” status means PEM has not yet picked up the file. An “Approved” status means PEM has approved the order and will be processing it.
3. To delete the additional order from the Order History, click on the trash can icon in the **Delete?** column. The delete function is only available if the status is NOT approved.
4. To make changes to your order, click on the pencil icon in the **Edit?** column. The edit function is only available if the status is NOT approved.